

**UTAH DEPARTMENT OF HUMAN SERVICES
OFFICE OF LICENSING
INTERMEDIATE SECURE TREATMENT PROGRAM FOR MINORS
RULES CHECKLIST**

Licensing Staff: _____ Date: _____

Program: _____

Director: _____

Address: _____

Licensed Capacity: _____ Number of Consumers Enrolled: _____

Provider Signature: _____ Fee Charged: _____

*Effective May 4, 1998, (62A-2-106) Divisions will enforce the following Rules for licensees under contract.

COMPLIANCE REQUIREMENTS	Y	N	N	CONT	COMMENTS
R501-16	E	O	/	RACT	
S			A		
The following is on file: 1. Application 2. Current staff information (org. chart, staff list) 3. Background clearance screening form when required.					
R501-16-3. Administration A. Records of enrollment of all registered consumers are on-site at all times. B. Program documents operational costs and revenue according to common and accepted accounting principles. C. Program has fire, liability, and vehicle insurance. D. Program has copies of contracts or agreements with other service agencies or individuals providing services to consumers of the program. E. Program does not handle the major personal business affairs of consumers, without request in writing by the consumer and legal representative. F. Providers receiving children and youth consumers into the program from outside the boundaries of the State of Utah shall initiate the Interstate Compact prior to the placement.					
R501-16-4. Staffing A. Program has an employed manager who is responsible for the day to day resident supervision and operation of the facility. The manager shall be at least 25 years of age, have BA or BS degree or equivalent, and have 3 years of management experience in a secure treatment setting. Responsibilities of the manager are clearly defined. When manager is absent there is a trained/qualified substitute to assume managerial responsibility. B. Program shall have all direct care staff maintain first aid and CPR certification. C. If program utilizes students or volunteers to work with consumers, the program provides training and evaluation. They are informed verbally and in writing of program objectives and scope of service. D. Program complies with R501-14 and R501-18, BCI/MIS clearance requirements. E. Professional staff includes the following who have received training in the specific area of care: 1. a licensed physician, or consulting licensed physician, 2. a licensed psychologist, or consulting licensed psychologist,				* * * * * * * *	

	<ul style="list-style-type: none"> 3. a licensed mental health therapist to provide the following: <ul style="list-style-type: none"> a) if program enrolls 20-39 consumers, it employs one or more licensed professional therapists to provide 20 hours service per week, b) if program enrolls 40-59 consumers, it employs one or more licensed professional therapists to provide 30 hours service per week, and c) if program enrolls 60 or more consumers, it employs one or more licensed professional therapists to provide 40 hours service per week. 4 a licensed registered nurse, or consulting licensed registered nurse to provide the following: <ul style="list-style-type: none"> a) if program enrolls 20-39 consumers, it employs one or more licensed professional therapists to provide 20 hours service per week, b) if program enrolls 40-59 consumers, it employs one or more licensed professional therapists to provide 30 hours service per week, and c) if program enrolls 60 or more consumers, it employs one or more licensed professional therapists to provide 40 hours service per week. <p>F. Unlicensed staff who are trained to work with children or youth who are chemically dependent or emotionally disturbed or behaviorally disturbed or conduct disordered, work under the supervision of a licensed clinical professional.</p> <p>G. The program shall maintain a minimum staff ratio of one staff to every five consumers, but shall never have less than two staff on duty at any time. During night time sleeping hours the required minimum of 2 staff shall be maintained for programs up to 25 consumers; 3 staff for up to 50 consumers; 4 staff for up to 75 consumers; 5 staff for up to 100 consumers; and 6 staff for over 100 consumers.</p> <p>H. If program has a mixed gender population, it has at least one male and one female staff on duty at all times.</p> <p>I. Unlicensed Direct Care Staff Training</p> <ol style="list-style-type: none"> 1. Staff receive 20 hours of pre-service training and orientation before being responsible for the care of consumers that include the following: <ul style="list-style-type: none"> a) crisis intervention, b) program policies and procedures, c) rights and responsibilities of consumers and grievance proceedings, d) passive restraint and security procedures, and e) fire emergency procedures. 2. Staff receive 30 hours of additional training annually that includes the following: <ul style="list-style-type: none"> a) human relations and communication skills, b) special needs of youth and families, c) problem solving and guidance, d) consumer rules and regulations, e) documentation and legal requirements, f) safety in a secure setting,, and g) universal precautions for blood borne pathogens. 			*	
	R501-16-5. Direct Service			*	
	Treatment plans are reviewed and signed by a licensed clinical professional.				
	R501-16-6. Physical Environment				
A	Program has written documentation of compliance with the following:				
	<ol style="list-style-type: none"> 1. local zoning ordinances, 2. local business requirements, 3. local building codes, specific to an intermediate secure facility, 4. local fire safety regulations as required for an intermediate 				

COMPLIANCE REQUIREMENTS R501-16	Y E S	N O	N / A	CONT RACT	COMMENTS
secure facility.					
5. local and state health codes B. The program has written documentation of acknowledgment from the appropriate government agency for new program services or increased consumer capacity. C. Building and Grounds 1. Program insures that the appearance and cleanliness of the building and grounds are maintained. 2. Program takes reasonable measures to ensure a safe physical environment for consumers and staff. 3. Program incorporates the use of fixtures and furnishings that aid in preventing occurrences of suicide, such as: Plexiglas or safety glass, recessed lighting or sealed light fixtures, non-exposed fire sprinkler heads, pressure release robe hooks, etc. 4. Consumers are not locked in their sleeping rooms.					
R501-16-7. Physical Facilities A. Live-in staff have separate living space with a private bathroom, bedroom and kitchen. B. Program has space to serve as an administrative office for records, secretarial work, and bookkeeping. C. Indoor space for free and informal activities is available. D. Provisions are made for consumer privacy. E. Space is provided for private/group counseling sessions. F. Sleeping Space 1. No more than four persons are housed in a single bedroom. 2. A minimum of 60 square feet per consumer is provided in a multiple occupant bedroom. Storage space is not counted. 3. A minimum of 80 square feet per individual is provided in a single occupant bedroom. Storage space is not counted. 4. Sleeping areas have source of natural light, and are ventilated by mechanical means or equipped with a screened window that opens. 5. Each bed, none of which is portable, is solidly constructed and provided with clean linens. 6. Sheets and pillowcases shall be changed and cleaned at least weekly. 7. Sleeping quarters serving male and female residents are structurally separated. 8. Consumers are allowed to decorate and personalize bedrooms in accordance with individual treatment plans, with respect for other consumers and property. G. Bathrooms 1. Program has separate bathrooms for males and females. These are maintained in good operating order and in a clean and safe condition. 2. Each consumer is supplied with toilet paper, towels, soap and other items required for personal hygiene. 3. Bathrooms are ventilated by mechanical means or equipped with a screened window that opens. 4. Bathrooms meet a minimum ratio of one toilet, one lavatory, one tub or shower for each six residents. 5. Toilets and baths or showers allow for individual privacy. 6. There are safety mirrors secured to the walls at convenient heights. 7. Bathrooms are located to allow access without disturbing other consumers during sleeping hours. H. There is indoor and outdoor space adequate to accommodate gross motor exercise and recreation.					
R501-16-8. Equipment A. Furniture and equipment is of sufficient quantity, variety, and quality to meet program and consumer plans. B. All furniture and equipment is maintained in a clean and safe condition.					

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R501-16-9. Laundry Service A. If program permits consumers to do their own laundry, it provides equipment and supplies. B. If program provides for common laundry of linens and clothing, it provides containers for soiled laundry that are separate from clean linens and clothing. C. Laundry appliances are maintained in a clean/safe condition. R501-16-10. Food Service A. One person is responsible for food service. If this person is not a licensed dietitian, regularly scheduled consultation with a licensed dietitian is obtained. Meals served are from dietitian approved menus. B. The person responsible for food service maintains a current list of consumers with special nutritional needs and records in the consumer's service record information relating to special nutritional needs and provides nutrition counseling where indicated. C. The program establishes and posts kitchen rules and privileges according to consumer needs. D. Consumers present in the facility for four or more consecutive hours are provided nutritious food. E. Meals may be prepared at the facility or catered. F. Kitchens have clean, operational equipment for the preparation, storage, serving, and clean up of all meals. G. Adequate dining space is provided for consumers. The dining space is maintained in a clean and safe condition. H. If meals are prepared by consumers, there is a written policy to include the following: 1. rules of kitchen privileges, 2. menu planning and procedures, 3. nutritional and sanitation requirements, and 4. schedule of responsibilities.					
R501-16-11. Storage A. Program has locked storage for medications. B. Program has locked storage for toxic and hazardous chemicals and materials.					
R501-16-12. Medication A. Prescriptive medications are provided as prescribed by a licensed medical professional. B. Program staff shall: 1. assist with the self-administration of medications, 2. observe the taking of medication, 3. record medication, including time and dosage, according to prescription, and 4. record effects of medication.					
R501-16-13. Specialized Services A. Program does not admit those who are currently experiencing convulsions, in shock, delirium tremens, in a coma, or unconscious. B. Provisions are made for children and youth to continue their education with a curriculum approved by the State Board of Education. C. If program provides its own school, it is recognized by an educational accreditation organization, i.e., State Board of Education or the National School Accreditation Board.					

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<p>D. Unless the individual treatment plan specifies otherwise, the following therapies are provided to each child or youth at a minimum:</p> <ol style="list-style-type: none"> 1. one individual therapy session weekly, 2. one group therapy session weekly, and 3. one family or couple therapy session monthly. <p>E. Consumer's record files have documentation of time and date of the session with the signature of the provider.</p> <p>F. An accurate record is kept of all funds deposited and withdrawn with the program for use by a consumer. Consumer purchases of over \$20.00 per item are substantiated by receipts signed by consumer and appropriate staff.</p> <p>G. Daily program schedules shall include activities that provide the consumer with large muscle exercise.</p> <p>H. Program provides for activity services to meet the physical, social, cultural, health, maintenance and rehabilitation needs of the consumer as defined in the treatment plan.</p> <p>I. A recreational program offering a wide variety of activities suited to the interests and abilities of the consumers and leisure counseling as needed is also provided daily.</p> <p>J. Program special treatment procedures comply with the following as identified in the health Facility Licensure Rule R432-151-15, Section 1., Section 2.a. through d., Section 3., and Section 4.</p> <ol style="list-style-type: none"> 1. Program identifies the behavioral interventions and special treatment procedures to be utilized and provides justification and standards for use, and develops standards governing the use of these procedures consistent with consumer rights, and fire and health standards. 2. Program identifies policies and procedures for the following: <ol style="list-style-type: none"> a) use of seclusion and time out, b) prescription and administration of drugs, and c) use of involuntary medicine. 3. Use of painful stimuli is not allowed. <p>K. Programs that conduct strip searches shall have policies and procedures which have been approved by the program's governing body and legal counsel.</p>					
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